

Request for Decision United Townships of Head, Clara & Maria Council

Type of Decision									
Meeting Date	Friday, February 21, 2014				Report Date	Tuesday, February-11-14			
Decision Required	X	Yes		No	Priority	X	High		Low
Direction	X	Information Only			Type of Meeting	X	Open		Closed
#21/02/14/1204 – Increase Credit Card Limits									

Subject:

Increased Credit Card limits for ease of staff purchasing.

RECOMMENDATION:

That Council pass the following resolution authorizing increased credit card limits to facilitate staff purchasing.

WHEREAS routine purchasing is required as per budget approved direction for which costs often exceed the available limits on the municipal credit cards;

AND WHEREAS more and more purchasing can be completed on-line without the need for purchase orders or invoices and cheques;

THEREFORE BE IT RESOLVED THAT for ease of completing Council approved purchasing the Council of the United Townships of Head, Clara & Maria does see the benefit in increasing the credit card limits and does hereby authorize that the credit cards for the Clerk and Treasurer be increased to a limit of \$5,000 and \$10,000 respectively.

BACKGROUND/EXECUTIVE SUMMARY:

This resolution and report are pretty self-explanatory however; it should be noted that with on-line purchasing, for large purchases in the past, employee personal credit cards are being used and then reimbursed. This process allows for ease in purchasing but causes problems and increased time when cheques for reimbursement have to be issued to the employee and then deposited to personal bank accounts.

All purchases have been approved by Council either through the budget or via special resolution.

Having low limits on employee credit cards is not efficient.

Checks are currently in place to ensure that credit cards are being used appropriately. This practise will continue. The individual signing cheques on behalf of Council is given the credit card statement to review with all other cheques requiring signing.

Staff have been entrusted to manage and administer the day to day operations of the municipality. All purchases are either approved via the budget or special resolution of Council; this change will simply facilitate normal purchasing practises.

Options/Discussion:

To increase or not.

Financial Considerations/Budget Impact:

None

Policy Impact:

Allowable practise; does change current policy.

Others Consulted:

Noella LeBreton, Treasurer

Approved and Recommended by the Clerk

Melinda Reith,
Municipal Clerk